

2. AMENDMENT/MODIFICATION NO. 003 3. EFFECTIVE DATE See Block 16C 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable) 1 2

6. ISSUED BY CODE HPOD 7. ADMINISTERED BY (If other than Item 6) CODE
 HPOD
 US Environmental Protection Agency
 Headquarters Procurement Operations
 Ariel Rios Building
 1200 Pennsylvania Avenue, NW
 Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC.
 110 HARTWELL AVENUE
 LEXINGTON MA 024213136
 9A. AMENDMENT OF SOLICITATION NO. (x)
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. X
 EP-W-11-053
 0005
 10B. DATED (SEE ITEM 13)
 03/14/2013
 CDDE (b)(4) FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$1,497.24
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 Mutual Agreement of the Parties
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 DUNS Number: (b)(4)

The purpose of this modification is to de-obligate unexpended funds in the amount of \$1,497.24 from this task order. The task order ceiling is hereby reduced by \$1,497.24, from \$248,420.00 to \$246,922.76. All other terms and conditions remain unchanged.
 COR: Katherine Sibold
 TOPO: KATHERINE SIBOLD
 LIST OF CHANGES:
 Reason for Modification : Funding Only Action
 Total Amount for this Modification: -\$1,497.24
 New Total Amount for this Version: \$246,922.76
 New Total Amount for this Award: \$246,922.76
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 Faye Sas
 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED
 (Signature of person authorized to sign) (Signature of Contracting Officer)

CONTINUATION SHEET

REFERENCE NO. DOCUMENT BEING CONTINUED
 EP-W-11-053/0005/003

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
 EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Obligated Amount for this Modification: -\$1,497.24 New Total Obligated Amount for this Award: \$246,922.76 Incremental Funded Amount changed: from \$248,420.00 to \$246,922.76 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$248,420.00 to \$246,922.76 Obligated Amount for this modification: -\$1,497.24 Incremental Funded Amount changed from \$248,420.00 to \$246,922.76 CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$248,420.00 to \$246,922.76 CHANGES FOR ACCOUNTING CODE: 13-14-B-58F7-101A46XQ3-2505-1358FC3646-001 Account code changed from 13-14-B-58F7-101A46XQ3-2505---1358FC3646-001 to 13-14-B-58F7-101A46XQ3-2505-1358FC3646-001 Amount changed from \$148,420.00 to \$146,922.76 Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 03/14/2013 to 02/28/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 002	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460	CODE HPOD	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x) 9A. AMENDMENT OF SOLICITATION NO.	
CODE (b)(4)		FACILITY CODE	
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-053 0005	
		10B. DATED (SEE ITEM 13) 03/14/2013	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to extend the period of performance of this task order by mutual agreement of the parties to 28 February 2014, at no cost to the government.

COR: Katherine Sibold

TOPO: KATHERINE SIBOLD

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Period Of Performance End Date changed from 2013-09-30 to 2014-02-28

CHANGES FOR LINE ITEM NUMBER: 1

End Date changed from 2013-09-30 to 2014-02-28

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DC **III** IT BEING CONTINUED
 EP-W-11-053/00057002

PAGE OF
 2 | 2

NAME OF OFFEROR OR CONTRACTOR
 EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 03/14/2013 to 02/28/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 2

2. AMENDMENT/MODIFICATION NO.

001

3. EFFECTIVE DATE

06/05/2013

4. REQUISITION/PURCHASE REQ. NO.

PR-OAR-13-01161

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD
US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP, INC.
110 HARTWELL AVENUE
LEXINGTON MA 024213136

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-11-053

0005

10B. DATED (SEE ITEM 13)

03/14/2013

CODE

(b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$148,420.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X Incremental funding

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to obligate the last increment of funding in the amount of \$148,420.00 in order to fully fund this task order at a total dollar threshold of \$248,420.00 thru its completion date of 30 September 2013.

COR: Katherine Sibold

TOPO: KATHERINE SIBOLD

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$148,420.00

New Total Obligated Amount for this Award: \$248,420.00

Incremental Funded Amount changed: from

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Faye Sas

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

06/05/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-053/0005/001

PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$100,000.00 to \$248,420.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$148,420.00 Incremental Funded Amount changed from \$100,000.00 to \$248,420.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F7-101A46XQ3-2505---1358FC3646-001 Beginning Fiscal Year 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1358FC3646-001 Quantity: 0 Amount: \$148,420.00 Percent: 59.74559 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 03/14/2013 to 09/30/2013</p>				

ORDER SUPPLIES OR SERVICES

PAGE OF PAGES

1 7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/14/2013	2. CONTRACT NO. (if any) EP-W-11-053	6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0005	4. REQUISITION/REFERENCE NO. PR-OAR-13-00792		

5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460	b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	c. CITY Washington	d. STATE DC	e. ZIP CODE 20460
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7. TO: a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.	f. SHIP VIA
---	-------------

b. COMPANY NAME	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HAITWELL AVENUE	REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON	e. STATE MA	f. ZIP CODE 024213136

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE OAR/OAP/CCD
--	--

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB	12. F.O.B. POINT Destination
---	---------------------------------

13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The total estimated cost of this task order entitled, " Greenhouse Gas Reporting Program Outreach and Communication Support" is \$248,420.00 with a level of effort of 315 direct labor hours. Incremental Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME RTP Finance Center			\$0.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive			\$248,420.00
c. CITY Durham	d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA Y (Signature) 	23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER
---	---

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 03/14/2013	CONTRACT NO. EP-W-11-053	ORDER NO. 0005
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>funding is obligated in the amount of \$100,000.00 with \$148,420.00 required to fully fund this task order thru its completion date of 30 September 2013. Contractor incurred expenses cannot exceed the obligated amount of \$100,000.00. COR: Katherine Sibold TOPO: KATHERINE SIBOLD Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-B-58F7-101A46XQ3-2505---1358FC3581-001 BFY: 13 EFY: 14 Fund: B Budget Org: 58F7 Program (PRC): 101A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1358FC3581-001 Period of Performance: 03/14/2013 to 09/30/2013</p> <p>New Task Order Award for Greenhouse Gas Reporting Program Outreach and Communication Support under Contract EP-W-11-053 in the amount of \$248,420. Incrementally funded at \$100,000</p> <p>The obligated amount of award: \$100,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Task Order SOW

Title: Greenhouse Gas Reporting Program (GHGRP) Outreach and Communication Support

Contractor: TBD

Task Order Number: TBD

Estimated Level of Effort: 2315 hours

Task Order Project Officer (TOPO): Katherine Sibold
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (6207J)
Washington, DC 20460
Phone: (202) 343-9280
Fax: (202) 343-2202
Email: sibold.katherine@epa.gov

Alternate TOPO: TBD
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (6207J)
Washington, DC 20460
Phone: (202) 343-XX
Fax: (202) 343-2202
Email: TBD

Contracting Officer (CO): Faye Sas
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (3803R)
Washington, DC 20460
Phone: (202) 564-2669
Fax: (202) 565-2554
Email: sas.faye@epa.gov

I. INTRODUCTION

The Program Integration Branch (PIB) has the responsibility of implementing the Greenhouse Gas Reporting Rule which is codified at 40 CFR Part 98 (Part 98).

This Task Order (TO) is intended to support EPA with implementation activities associated with outreach, training and communication of Part 98. Specifically, it is intended to

support the COR with Webinars/Workshops/Training Programs (Task 2), Communications and Outreach documents for Stakeholders and the Public (Task 3), and Quick Turnaround Efforts (Task 4).

This period of performance (POP) will be from the time of award through September 30, 2013.

In support of this work, EPA requires the Contractor to use Confidential Business Information (CBI). Contractor handling of CBI must be performed in accordance with the requirements set forth in the GHGRP CBI policy.

II. BACKGROUND

In response to the FY2008 Appropriations Act (HR2764; Public Law 110-161), EPA promulgated Part 98 which requires annual reporting of GHG data from certain sources and suppliers in the United States. Following publication of the final rule (74 FR 56260) on October 31, 2009 for 29 source categories and an additional 12 source categories in 2010 (75 FR 39736, 75 FR 74458, 75 FR 74774, 75 FR 75060), EPA started collecting GHG data through its electronic GHG reporting tool (e-GGRT) and publishing data using the GHG publication tool. Throughout this time, the GHGRP staff has conducted extensive outreach to stakeholders and other interested groups through workshops, webinars, the GHGRP website, and direct contact through phone calls and emails. This work is expected to continue to ensure EPA is reaching any reporters that are covered by the GHGRP and to encourage use of the GHG data by various groups.

III. STATEMENT OF WORK TASKS

Task 1: Project Management

The Contractor shall provide project management under this task, and shall submit a Monthly Status Report to EPA's COR and Contracting Officer (CO) in accordance with the Project Reporting section below. During the Period of Performance, the Contractor shall immediately inform the COR and CO by telephone and/or email of any problems that may impede performance along with any corrective action needed by the EPA or the Contractor to solve the problem.

Under this task, the Contractor shall also attend a kick-off meeting as directed, either via conference call or in person, whichever is most cost-effective to the U.S. Government, to discuss the goals and strategy for completing the deliverables. This kick-off meeting will serve as a brainstorming session to clarify the EPA's need for support of outreach, training and communication need, provide any necessary background material, solicit ideas and feedback on new approaches from the Contractor, as well as formulate ideas for work to be completed by the Contractor under the Tasks listed below. The Contractor will submit monthly status reports and participate in update calls as scheduled by the COR. The Contractor will also attend a wrap-up meeting at the end of the Period of Performance to discuss work completed under the Tasks in Section III.

Deliverables and schedule under Task 1

	Task 1 Deliverable	Due Date
Task 1.1	Attend kick-off meeting;	Within 1 week of receiving the Task Order
Task 1.2	Monthly Status Report	By 10 th business day each month
Task 1.3	Update calls	As scheduled
Task 1.3	Attend End of POP meeting	At least 2 weeks prior to end of POP, per COR direction

Task 2: Webinar/Workshops/Training programs

1. Under this Task, the Contractor shall provide preparation, support and travel for up to 40 webinars/meetings/workshops/training programs. The objective of the webinars/workshops/training programs would be, for example, use state-of-the-art technology to help reporters clearly understand what is to reporting requirements or to assist the user community in accessing the published GHG data. The majority (38 of the 40) of the sessions are expected to be webinars. The majority of these sessions (95%) are expected to be webinars requiring no significant travel.
2. Providing meeting organization and planning (e.g., securing domestic speakers and source category experts from universities or private sector (as needed), identifying space (with preference to government space), drafting invitations, preparing the agenda, sending electronic (website and email) notification of program to interested groups, etc.). These sessions may be public hearings. Assume (1) 1-day meeting in DC and (1) 1-day meeting in a West Coast location. Contractor is not expected to cover external travel other than contractor staff.
3. Providing meeting facilitation (e.g., providing registration/sign in support as needed, ensuring AV equipment is available and functioning, providing copies of materials, taking meeting notes/transcripts as needed, securing non-EPA domestic technical experts/speakers if needed, addressing logistical questions).
4. Preparing meeting notes, additional FAQs, and slides as needed to improve training needs.

Deliverables under Task 2

	Task 2 Deliverable	Due Date
Task 2.1	Set up webinars/meetings/training sessions as directed by the COR (expected to be no more than 40 sessions)	Within 1 week of notification by COR
Task 2.2	Meeting Facilitation	As directed by COR
Task 2.3	Meeting Notes	Include in monthly status report or as directed by COR

Task 3: Communications and Outreach Support to Stakeholders

The Contractor shall also provide outreach and communication support for the implementation of the GHGRP. This will include, but is not limited to:

1. Developing support materials such as issue papers, information sheets and checklists, training scripts/slides, guidance documents, list-serves, blogs, newsletters, FAQs, briefings, and other materials as needed, including materials for the GHGRP website. Scrubbing GHG data to check for CBI prior to publication. Preparing files for download including data aggregation and sector reports. Keeping website up-to-date with new materials and making recommendations to the COR for keeping website fresh and interesting. Updating the structure of website as directed by the COR to maintain compliance with EPA template. Incorporating use of social media as appropriate.
2. Providing support through a Help Desk to answer questions. Utilizing the JIRA database system to track and responses, at the direction of the COR.
3. Revising the applicability tool for use by industry to help determine their applicability under the emissions threshold in the proposal. Developing other tools to assist stakeholders or the public as directed by the COR.
4. Making calls to the reporting community as directed by the COR

Deliverables under Task 3

	Task 3 Deliverable	Due Date
Task 3.1	Support Documents	As directed by COR
Task 3.2	Hotline/Help Desk Support	On going
Task 3.3	Applicability tools	Draft guidance for applicability tools within 1 month of modification date
Task 3.4	Calls to stakeholders	As directed by COR

Task 4: Quick Turn Around

Under this Task, the Contractor shall provide expert support to the COR and respond to requests related to outreach for presentation materials, meetings/workshops/training, conferences, technical briefings, response for comment and other analyses and communication/outreach, often on a quick turn-around basis. This task has been provided in recognition of the significant amount of work associated with implementation in a short time period and that unforeseen issues may arise.

Deliverables under Task 4.

	Task 4 Deliverable	Due Date
Task 4.1	No work should be undertaken or travel initiated under this Task until a technical directive (TD) has been issued by the	Due dates will be determined in the TD.

	COR.	
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IV. PROJECT REPORTING

Monthly Status Reports: MONTHLY

Distribution of Deliverables: ELECTRONIC COPY TO COR AND CO

V. PERIOD OF PERFORMANCE

The period of performance for this Task Order is from the date of award through September 30, 2013.